

Montgomery County Department of Housing and Community Affairs
HOME/HIF On-Site Documentation Review Form

Project _____
Date _____

DHCA Monitor _____
Manager Interviewed _____

Total Units _____ Total # HOME Units: _____
Required AMI _____

Total # HIF Units: _____
Required AMI _____

HOME/HIF Requirements	Compliant With Project Requirements?	Documents Required to Demonstrate Compliance	Monitor Comments
	Yes/No		
Correct Determination of Tenant Income Eligibility		Information on household size and other criteria for eligibility	
		Income Calculations and documentation	
		Tenant Lease and Certifications Current	
		Documentation of eviction, if applicable	
Tenant Selection		Rent Roll for Reporting Period	
		Tenant Selection Policies Available to Applicants	
		Applicant Wait List On-File	
		Correspondence related to applicants that have been rejected maintained On-File	
Project Uses Montgomery County or Other Acceptable Lease		Project Uses MC Lease and HOME Addendum, for HOME units	
HOME Addendum In File and Signed by Tenant		DHCA/CDA Addendum for LIHTC projects	
Applicant Marketing Materials	Evidence of Fair Housing and Affirmative Marketing	Posters or Other Visible Materials Evidencing compliance with Affirmative Marketing Procedures; Fair Housing; Disability	
	Application Process	Are Marketing Materials Available On-Site for Potential Applicants?	
External Marketing Efforts	Who Conducts Marketing Efforts?		
	Describe Implementation		

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Rent Limits and Utility Allowances		Accurate Documentation of HOME/HIF rents charged for the Reporting Period	
		Utility Allowance	
Property Standards		Follow up to Code Enforcement inspections, if applicable	
		Frequency of Owner/Manager Inspections	
		Are records related to capital needs and expenditures maintained on-site or at another location?	
		Are repair records and maintenance-related correspondence maintained on-site or in another location?	
		Is documentation of lead notices, inspections, and repair work maintained on-site or at another location?	
		Date of most recent Capital Needs Assessments/Plans?	
Management Procedures for Responding to Tenant Requests/Property Needs	Process for Tenant Maintenance Requests		
	Policy Re: Response Time		
	Outstanding Code Issues?		

Project In Compliance with HOME and/or HIF program requirements for the Reporting Period:

PASS FAIL